



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: HMO Access Plan Provider Directories

CUTOFF:EOCY

DESCRIPTION: Printed editions of provider directories requested to assure compliance with 354.442.1(14) RSMo., a statute that requires publication of provider directories for HMOs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22668

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: HMO Access Plan Provider Network Data

CUTOFF:EOCY

DESCRIPTION: Under 20 CSR 400-7.095, HMOs must submit data sets describing the name, location and type of providers. Records are submitted in electronic format and retained on optical disc or magnetic media.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22666

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: HMO Access Plan Written Portion

CUTOFF:EOCY

DESCRIPTION: Under 354.603 RSMo., HMOs must have a written plan to assure members can get medical care when and where they need it. This folder contains copies of those plans submitted to the DIFPR, along with accompanying correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22667

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: HMO Disclosure of Provider Incentive Arrangements

CUTOFF:EOCY

DESCRIPTION: Correspondence regarding an HMO's disclosure of arrangements that might induce a provider to render substandard care to patients. This disclosure is required under RSMo. 354.443.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22671

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: HMO Mental Health Confidentiality Procedures

CUTOFF:EOCY

DESCRIPTION: Records filed by HMOs that document how mental health records of enrollees remain confidential. Filed under requirements of RSMo. 354.515.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22672

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: HMO Provider Selection Standards

CUTOFF:EOCY

DESCRIPTION: See 354.606.6. RSMo. Written standards HMOs use when determining which providers to have in their provider networks. Includes correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22669

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: HMO Quarterly and Annual Supplemental Data Filings

CUTOFF: EOCY

DESCRIPTION: Data tables reflecting membership, service utilization and cost of services rendered. Includes correspondence. Submitted in electronic format and stored on optical disc or network drive.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22670

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: HMO Service Area Records

CUTOFF: EOCY

DESCRIPTION: Documentation and data HMOs must submit in order to operate in specific counties. These include copies of Articles of Incorporation and other foundational documents, contracts with directors, and other records specified in RSMo. 354.405.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22673

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: Insurance Statistics and Data Reporting

CUTOFF: EOCY

DESCRIPTION: All claims information, data, and other statistical reporting required by state statute or regulation for department analysis and use. Includes the following: Commercial Liability Profitability / Loss Development / Closed Claims (RSMo. 379.895); Dram Shop Liability Insurance Premium and Loss Report (RSMo. 375.173, 20 CSR 600-1.020); Legal Malpractice Open/Closed Claims (RSMo. 383.105, 383.110, 383.115, 383.120, 383.125); Medical Malpractice Open/Closed Claims (RSMo. 383.105, 383.110, 383.115, 383.120, 383.125); Medicare Supplement (RSMo. 374.045, 374.190, 376.874, 20 CSR 600-1.010); Mortgage Guaranty (RSMo. 374.210); Private Passenger Automobile/Residential Property Missouri Zip Code (RSMo. 374.400, 374.405; 20 CSR 600-3.100); Private Passenger Automobile/Residential Property Missouri Zip Code (RSMo. 374.400, 374.405, 20 CSR 600-3.100); Products Liability Closed Claims (RSMo. 374.415); Real Estate Open/Closed Claims (RSMo. 383.060, 383.067, 383.069), and Supplemental State Page (RSMo. 374.040, 374.045, 20 CSR 20-1.037). May be retained as long as useful.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22681

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Life and Health Rate and Form Filings

CUTOFF: EOCY in which transaction concluded

DESCRIPTION: Includes company annual reports, life illustrations, medicare supplement rates, long term care rates, small employer certification, credit rates, correspondence, rating files, rating experience data, applications, and related records submitted by and related to life, accident, and health insurance companies regulated by the division. Retention period defined by RSMo. 374.070.3.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22665

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: Market Conduct Examination Billings

CUTOFF: EOSFY

DESCRIPTION: Financial records related to billing insurance companies for market conduct examinations

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22676

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Market Conduct Examination Report

CUTOFF: Completion of exam

DESCRIPTION: Official report of a Market Conduct Examination.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22674

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Market Conduct Examination Work Papers

CUTOFF: Completion of exam

DESCRIPTION: Documents related to the authorship of Market Conduct Examination Reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22675

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Insurance Market Regulation Division

Sub-Section:

TITLE: Organization Rate and Form Filings

CUTOFF: EOCY

DESCRIPTION: At times, advisory organizations, assigned risk joint underwriting organizations, rating organizations, or statistical organizations may file rates, forms, or rules on behalf of insurance companies. Disposition authorized by RSMo. 374.070.3.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22678

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Property and Casualty Rate and Form Filings

CUTOFF: EOCY in which transaction concluded

DESCRIPTION: Includes correspondence, rating files, rating experience data, applications, all similar records, papers, documents, and memoranda" related to Property and Casualty. Forms has the same meaning as insurance forms (policy, application, endorsement, evidence of coverage). Disposition authorized by RSMo. 374.070.3.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22677

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Workers Compensation Rates and Documents

CUTOFF: EOCY

DESCRIPTION: Rates and correspondence filed by the insurers used to calculate the premium that is paid by the employer for the workers' compensation policy.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22679

SERIES STATUS: Approved

APPROVAL DATE:

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